

Addendum #1 to RFP #293785

Question:

I am working on the RFP for the ES&H Organizational Support. In reading through the RFP, it appears to be an on-call type of position. Is that correct? I know it says 60 hours per month. I just want to clarify.

It also appears to be two separate positions. A Tech Writer/Editor and and Safety Subject Matter Expert. Is that correct? Will the two positions split the 60 hours per month?

Answer:

The SME is an on-call not to exceed 60 hours per month unless pre-approved by the BTR. An example of the type of work is when we have an issue at one of the facilities. We called in the SME to do a review of the CFRs and implementation of requirements to identify the gaps in our procedures. The ES&H director will also use the SME to review our ISMS System Description and our annual declaration. We can use very little of this resource or a lot depending on our needs.

The tech writer/editor generates a monthly report for the ES&H director and an ES&H newsletter every other month. This person will also review the VPP annual report, help put the smart books together for the director for the VPP HQ review team and edit some of our VPP/ISMS deliverables. This resource will also edit EXPO correspondence that we have sent out to the vendors.

These positions are separate and do not split the 60 hours.